Northwest University

Shared Leave Program
Leave Donation Application

Submit to Human Resources

Date:_____

Employee's Name:_____

Current Annual Personal Leave Balance:_____

I am voluntarily donating _____hours of accrued personal leave to the Northwest University leave bank. I understand that I cannot designate the recipient of the donated leave and this leave donation is irrevocable.

_____

Signature Date

Approved By:

_____

Human Resources Representative Date

Cc: Payroll